

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S

Security Information

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

18 June 1953

Date: 020378 By:

MEMORANDUM FOR THE RECORD

SUBJECT: Group Meeting #1, DD/A Training Liaison Officers, 16 June 1953

PRESENT:

Compt
Pers
Pers
Log
Med

I&SO
DD/A
GSO
OTR
OTR

1. Procedures: It was agreed:

a. That group meetings would be scheduled once a month, normally the 3rd Tuesday of the month, according to need.

b. That the agenda would be circulated about one week prior to each meeting. Subjects suggested by O/TR or TLO's for discussion would be put on the agenda if received ten days before the meeting, otherwise would be handled under New Business.

c. That minutes would be restricted to record of agreements reached at the meetings and problems raised that should be referred to the Director of Training.

2. Distribution:

a. It was stated that two weeks before due date was the minimum time needed for receipt of training notices in the Offices, and it was requested that OTR notices be sent out as far in advance of the due date as possible.

b. Selective distribution for DD/A was discussed (DD/A interested only in information copies of intensive area-language programs), but it was concluded that regular distribution was much more easily accomplished and that excess copies should be destroyed by the TLO's.

c. Interest was expressed in receiving TR(S) special notices, and S/PP agreed to investigate.

d. Coordination of training notices was discussed, but it was concluded that to send them out only once a month or so was not feasible.

3. OTR Regulation

It was requested that the chart contained in supplemented with data concerning contact points for information and telephone numbers. S/PP agreed to furnish this data.

4. The policies governing training at non-CIA facilities were presented by S/PP.

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5. S/PP presented a brief of the compilation of Agency training requirements.

6. New Business:

a. It was agreed that a meeting of TLO's and the A&E Staff on the subject of evaluation would be scheduled as soon as possible. Tentative date: Tuesday, 23 June, 2:30 P.M., 117 Central Building.

b. The distribution of Training Bulletins according to AB [] was 25X1 discussed, and it was concluded that this distribution would be adequate for DD/A.

c. It was noted that some of the Offices conducted training programs in which other Offices might be interested in participating, as the Logistics Course conducted by the Logistics Office, and the Finance Course conducted by the Comptroller. It was agreed that DD/A Offices would furnish S/PP with information of specialized training conducted by their Offices, prior to the next meeting, for compilation and inclusion on the agenda.

d. It was agreed that the training policies of the various Offices was a matter of common concern and would be on the agenda of the next meeting.

25X1 e. [] requested a poll of each DD/A Office on two points: (1) Whether the Human Resources Program had been presented in the Office. (2) If not, whether it was contemplated that the program be presented. The poll was as follows:

	(1)	(2)
Personnel	No	No
Comptroller	No	No (Interested)
GSO	No	Yes (No definite plans)
Logistics	No	Yes (Mid-July)
Medical	Yes	
I&SO	No	Yes (Postponed until later)

f. Management training was discussed and S/PP presented the possibilities for such training given by [] 25X1

g. Supervisory training was discussed and it was agreed that there was a great need in the Agency for training in supervisory techniques and skills. The IG was held to have said that 80% of IG problems were the result of poor supervisory practices. It was agreed that [] should be invited to the 25X1 next meeting for a discussion of this problem.

[] 25X1

Chief, Plans & Policy Staff

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